

AUDITOR/CONTROLLER-RECORDER

POLICY DESCRIPTION FORM

Department/Group: Auditor/Controller-Recorder/Fiscal Budget Code: AAA ACRTitle: Seasonal WorkloadPRIORITY: Rank 4 of 4 FUNDING: Full Year ☒ Other ☐ MonthsITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

The Auditors/Controller-Recorder (ACR) has operated an Accounting Intern Program for many years to meet their workload demands. During the months of July through mid-September, there is a significant increase in workload due to year-end closing, internal audit activities, property tax activities, preparation of COWCAP, and preparation for the countywide financial audit.

APPROPRIATIONS

Salaries & Benefits (attach additional page if required)

2003-04

Ongoing
2004-05

\$ 31,552

\$

CLASSIFICATIONS

<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
0.1 73126	Public Service Employee	\$2,191
0.1 73127	Public Service Employee	\$2,301
0.1 73128	Public Service Employee	\$2,301
0.1 73130	Public Service Employee	\$2,630
0.1 90273	Public Service Employee	\$ 2,191
0.1 90391	Public Service Employee	\$3 177
0.1 90832	Public Service Employee	\$3,177
0.1 90917	Public Service Employee	\$3,177
0.1 90922	Public Service Employee	\$3,177
0.1 91530	Public Service Employee	\$2,191
0.1 91901	Public Service Employee	\$2,191
0.1 91934	Public Service Employee	\$2,848

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

<u>Item</u>	<u>Amount</u>
_____	_____
_____	_____

Reimbursements (specify) _____

Total: \$ 31,552

\$

REVENUE (specify source)

Total: \$ 11,722

\$

LOCAL COST \$ 19,830

\$